



**SACHI A. HAMAI**  
EXECUTIVE OFFICER

# COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

GLORIA MOLINA

MARK RIDLEY-THOMAS

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

April 19, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

15 April 19, 2011

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

### **RECOMMENDATION TO ENCUMBER ADDITIONAL FUNDS FOR TEMPORARY CONTRACT SERVICES AND APPROVE APPROPRIATION ADJUSTMENT (ALL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

Request approval for the Executive Office, Board of Supervisors to encumber an additional \$660,000 annually for temporary personnel services used by the Executive Office, Board of Supervisors and by the Department of Public and Social Services and approve appropriation adjustment.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Executive Officer of the Board to encumber an additional \$660,000 per fiscal year, increasing the estimated maximum annual cost from \$1,440,000 to \$2,100,000 for temporary personnel services, effective upon Board approval.
2. Approve a services and supplies appropriation adjustment increase of \$550,000, which will be fully funded with FY 10-11 intrafund transfer from DPSS.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommendation is to request a supplement of \$660,000 to fund existing contracts previously approved by your Board, for temporary personnel services for clerical and comparable positions. On March 31, 2009 your Board approved a non-exclusive contract with four (4) temporary employment agencies and authorized the Executive Officer of the Board of Supervisors to encumber \$1,440,000 per fiscal year, representing the estimated maximum annual cost for temporary personnel services.

However, due to an increased usage of temporary personnel by our client departments, the cost is projected to exceed \$2,100,000 per fiscal year. In addition, since the approval of the non-exclusive contracts, DPSS has incurred a need to utilize the temporary services in the same manner as other departments originally identified in the March 31, 2009 Board Letter. Therefore, we are requesting to supplement the estimated maximum annual total from \$1,440,000 to \$2,100,000 to meet the demand resulting from increases in temporary personnel services. Partial funding for this service is available in the Board of Supervisors – Executive Office Adopted Budget with the remainder being funded through Intrafund Transfer from DPSS.

### **Implementation of Strategic Plan Goals**

This action is consistent with the County's Strategic Plan Goal No. 1 of Organizational Effectiveness by providing quality, timely, and cost-efficient temporary personnel services to the Board of Supervisors and client departments.

### **FISCAL IMPACT/FINANCING**

Rates are standardized for all firms under the contract. Services are used on an as-needed basis and not projected to exceed \$2,100,000 in any fiscal year. Partial funding for this service is available in Board of Supervisors, Executive Offices' Adopted Budget with the remaining \$550,000 being funded by an Intrafund Transfer from DPSS.

Approve a services and supplies appropriation adjustment increase of \$550,000, which will be fully funded with FY 10-11 intrafund transfer from Department of Public Social Services (DPSS)

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contracts are intended to be used by the Board of Supervisors and other County Departments to obtain temporary personnel services during peak work periods and/or in the approved absence of permanent staff as authorized under California Government Code Section 31000.4.

There is no impact to County employees as these services supplement current resources and are intermittent in nature. The financing of temporary personnel services cost is paid from existing budgeted funds within each client department.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The approval of this request will not result in any impact on other current services or projects.

### **CONCLUSION**

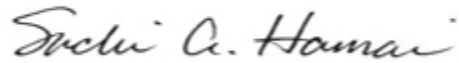
Please return one adopted copy of this letter to Executive Office, Fiscal Services Division.

The Honorable Board of Supervisors

4/19/2011

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Respectfully submitted,

A handwritten signature in cursive script, reading "Sachi A. Hamai".

SACHI A. HAMAI

Executive Officer, Board of Supervisors

SAH

Enclosures

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
County Counsel

## COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

## DEPARTMENT OF BOARD OF SUPERVISORS

DEPT'S.  
NO. 061

April 5, 2011

## AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2010-11

3 - VOTES

SOURCESUSES

Board of Supervisors  
A01 - BS - 10010 - 6800  
Intrafund Transfers - \$550,000  
Decrease Appropriation

Board of Supervisors  
A01 - BS - 10010 - 2000  
Services and Supplies - \$550,000  
Increase Appropriation

SOURCES TOTAL: \$ 550,000

USES TOTAL: \$ 550,000

JUSTIFICATION

Reflects an increase in spending authority, which will be 100% offset with FY 10-11 Intrafund transfer from DPSS.

**ADOPTED**  
BOARD OF SUPERVISORS

15

APR 19 2011

*Hanna Cheru*  
AUTHORIZED SIGNATURE Hanna Cheru

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

*Sasha A. Herrera*  
SASHA A. HERRERA  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR ---

☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

*Karen Stikeme*

B.A. NO.

177

April 7 20 11

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

*G. Simuljian*

April 14 20 11